

U.S. PEACE CORPS



MANILA, PHILIPPINES

REQUEST FOR QUOTATION

Training Facilities for various US Peace Corps Events

Senator John F. Kennedy established the Peace Corps in 1961 to promote peace and friendship. He called on the American youth to give back to their country by living and working in developing countries.

Peace Corps Philippines is the organization's second oldest program. In October 1961, 130 American Volunteers started assignments as teachers of English language, mathematics, and science. Since then, more than 8,000 Volunteers have served in the Philippines.

As such, the US Peace Corps is posting this bid request for a venue that could accommodate the following requirement.

2012 VENUE BASIC REQUIREMENTS		
Event	COS Conference of Group 269	
Arrival	September 30, 2012	
Departure	October 5, 2012	
NO. OF PARTICIPANTS		
Qty	Type	
105	American Volunteers	
11	PC Staff	
8	External Resource / LPI Testers	
124	TOTAL PARTICIPANTS	
ROOMS		
TYPE	Quantity	
	30-Sep	Oct 1-4
Single	1	6
Twin	1	10
Triple		32
TOTAL ROOMS	2	48

Other Room Requirements	<p>Each participant should have their individual beds, no sharing of beds (except for married couples, who will need queen beds).</p> <p>4 rooms with matrimonial bed for married couples.</p> <p>Each room should have its own toilet and bath.</p> <p>Closet space is required.</p> <p>Preferred to have Wi-Fi access in each guest room.</p> <p>1 to 2 Single rooms will be used Medical Examinations (1 Male/1 Female) purposes</p> <p>Note: <u>Number of rooms and participants are all based on estimates.</u> Numbers may increase and decrease dependent on the final participants and event schedule.</p>	
MEALS		
1st Meal	October 1 - Breakfast to PM Snacks (3 pax - Advance Team)	
Last Meal	October 1 - Dinner onwards (around 105 - 130pax)	
Meal Set up	October 5 - Breakfast (around 105-120 pax)	
Other Meal Requirements	<p>Managed buffet for all meals (b/l/d) and Set AM/PM snacks. Note that the numbers of meals indicated above are based on estimates.</p> <p>Be able to offer menu for participants with special dietary needs (eg. vegetarians). NO MSG</p>	
FUNCTION ROOMS		
Qty	Capacity	Purpose
1	120 - 130 pax	Plenary
1	70-80 pax	breakout
2	30-40 pax	breakouts
1	6-10 pax	Secretariat
5	TOTAL FUNCTION ROOMS	
Other Function Room Requirements	<p>All function rooms should have Wi-Fi access at least with a 2mbps bandwidth speed and adjacent to each other; a projector screen or white wall to project onto; at least 2 white boards; sound system, microphones, preferably wireless; free-flowing coffee and water.</p> <p>Plenary and breakout rooms are simultaneously used from 8am to 6pm for sessions. Round table set-up.</p> <p>Secretariat may be used for a maximum of 18 hrs./day.</p>	
Other Venue Requirements	<p>Location should be within Luzon, preferably no more than 2.5 hours away from Manila.</p> <p>Accessible to public transportation</p> <p>Availability of recreational facilities within the venue such as basketball court, gym, swimming pool, etc. is an advantage</p> <p>Wifi access to common areas and guest rooms are also advantageous;</p> <p>Preferably venue would have a business center within or near the facility.</p>	

Interested parties are required to complete the appropriate Request for Quotation (RFQ) form (linked below) and submit it to Ms. Rose Gatinao at rgatinao@ph.peacecorps.gov.

RFQ

Written quotes must be received by US Peace Corps on or before **August 9, 2012.**